

**John Tyler Community College**  
**Minutes of Board Meeting #274**  
**September 12, 2019**

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The John Tyler Community College Board meeting convened at 3:00 p.m. on the Midlothian Campus, on Thursday, September 12, 2019.

Members Present:

Mr. William Barnes, Chair  
Ms. Tammie Collins, Vice Chair  
Ms. Linda Gholston  
Ms. Linda Hyslop  
Ms. Michelle Johnson  
Mr. Aubrey Lindsey  
Mr. Kenneth Pritchett  
Ms. Lorie Camp Southall  
Dr. Joseph Tylus  
Ms. Ann Williams  
Ms. Christine Wilson  
Dr. Mary Wilson

Members Absent:

Mr. Greg Cuffey  
Mr. Douglas Smith  
Ms. Zelda Tucker-Dugger

Staff Present:

Dr. Edward E. Raspiller, President  
Ms. Rachel Biundo, Vice President of Institutional Advancement  
Ms. Kara Carter, Administrative Assistant to the President  
Ms. Elizabeth Creamer, Vice President of Workforce Development and Credential Attainment, CCWA  
Mr. Greg Dunaway, Director of Facilities Operations & Safety  
Dr. Bill Fiege, Vice President of Learning and Student Success  
Ms. Susan Grinnan, Vice President of Administration  
Ms. Brenda Miller, Faculty Association Representative  
Dr. Keri-Beth Pettengill, Director of Institutional Effectiveness  
Ms. Fred Taylor, Director of Governmental and Administrative Services  
Ms. Holly Walker, Public Relations Manager

1. CALL TO ORDER – Mr. Barnes

The meeting was called to order at 3:00 p.m.

2. PUBLIC COMMENT – Mr. Barnes

There was no public comment.

3. ADOPTION OF THE MINUTES– Mr. Barnes (Tab 1)

A motion was made by Mr. Lindsey, seconded by Ms. Williams that “THE BOARD APPROVE THE MINUTES OF MEETING NUMBER 273, DATED JUNE 13, 2019.” The motion passed unanimously.

4. COLLEGE GOALS 2019-2020 – Dr. Raspiller (Tab 2)

Dr. Raspiller reiterated the process and described the layout of the goals for the newer members on the Board. He stated that at the June meeting there will be a year-end update on the goals when reviewing his evaluation. Dr. Raspiller explained the Tyler 21 meetings. The Tyler 21 meetings are held quarterly. During the meetings, there are discussions on how to get our goals accomplished. Dr. Raspiller stated that one of the goals given to us by the VCCS was to triple credentials. He reported that so far we are doing okay and our goal is to be up 1-3% each fall. We are currently up 2%. He commented that we have done some robust retention planning over the past few years.

A motion was made by Dr. Wilson, seconded by Ms. Wilson, that “THE BOARD APPROVE THE COLLEGE GOALS FOR 2019-2020 AS PRESENTED.” The motion passed unanimously.

5. APPOINTMENT OF EVALUATION COMMITTEE – Mr. Barnes

Mr. Barnes explained that the Vice Chair usually serves as the Evaluation Committee Chair and asked for volunteers from the Board to be a part of the committee. Mr. Lindsey and Ms. Wilson volunteered for the second year. Therefore, Ms. Collins, Mr. Lindsey and Ms. Wilson were appointed to be on the evaluation committee.

A motion was made by Ms. Hyslop, seconded by Dr. Tylus, that “THE BOARD APPROVE APPOINTMENT OF EVALUATION COMMITTEE.” The motion passed unanimously.

6. STAFF REPORT – Dr. Fiege

- Enrollment- In non-dual enrollment classes, our FTE has risen 2.41% and the headcount is up 1.2%. For dual enrollment, we increased FTE by 4.69% and headcount by 2.74%. We are one of only five VCCS colleges to have increased overall enrollment.
- Tyler is the 3<sup>rd</sup> largest community college and has 110 full-time faculty.
- Student Success- Metrics continue to show overall improvement each semester. From Spring 2014 to Spring 2019, students with A, B, C, or S (satisfactory in developmental education) grades increased over 8% in in-person classes, 7% in online courses, 11% in hybrid courses, and 8% combining all methods of instruction.
- Graduation- Tyler awarded 1854 certificates and degrees last academic year.
- Orientation Program- Tyler doubled the number of students attending orientation programs. We offer them online and in-person prior to each semester.
- Recruitment- We have three official recruiters at Tyler, although everyone should be recruiting students. One is a shared recruiter position between Tyler and CCWA.
- Needs Assessments- The college contracted with SIR to conduct an extensive study on employer needs and demand for IT and healthcare employees. The results will be available to us in October. The Board can expect several program proposals in 2020.
- Bird Hall Renovations- The renovations to Bird Hall are far beyond what we imagined. Please stop by to visit the new building. The building houses EMS, nursing, and science courses.
- Navigate Implementation- Tyler implemented a new technology tool called Navigate during the spring term. This advising and communication technology enables students to do such things as visualize and plan their pathway through to

their graduation, make appointments with advisors, and better plan their course schedule. Advisors are able to communicate directly with students and maintain notes to reference at future visits.

- Canvas- Canvas has replaced Blackboard as the VCCS's learning management system. Faculty went through extensive training and all are using it to support students.

7. BUDGET REPORT – Ms. Grinnan

Ms. Grinnan presented the budget reports for the month ending on May 31, 2019. She thoroughly reviewed each fund account and explained the expenditures.

8. PRESIDENT'S REPORT – Dr. Raspiller

Dr. Raspiller announced that the Foundation is about to go public with its major gifts campaign. The campaign should be wrapped up by the beginning of January. He explained that this is the colleges first major campaign and the Foundation has raised over \$3 million. Ms. Biundo asked for everyone to mark their calendars for the October 23 campaign kickoff event.

Dr. Raspiller gave an update on the Real Estate Foundation. The Real Estate Foundation is securing the Certificate of Public Need from the state to build the stand-alone emergency department on the Chester Campus. He mentioned that the location for the emergency department is great for an area that was not previously served.

Dr. Raspiller gave a brief report on the Great Expectations program. The program is purposefully designed around supporting students that come to us from foster care. Ms. Elizabeth McKey is the Great Expectations Coach and she is on the front line supporting these students. Dr. Raspiller stated that each year the VCCS holds a chili and cupcake tasting fundraiser that raises several thousands of dollars for the program. He reported that the program is off to another good year!

Dr. Raspiller asked for Mr. Dunaway to give an update on the Chester construction project. Mr. Dunaway reported that it has been a busy year and briefly reminded the Board of the project details. The project entailed full renovations of Bird Hall and the Nicholas Center. He stated that the number one goal was to get Bird Hall open in time for the Nursing Department to hold classes this fall and the goal was achieved. At this time, the main focus has transitioned to

getting the Nicholas Center open. He stated that contractors have been working six days a week, for the last push, to have it open in time for the college's Founders Day event on October 1. Dr. Raspiller commented that the construction group we have been working with have been great. Hard hat tours were given to eight groups over the summer. One group brought about fifteen people. Dr. Raspiller reiterated that the Nicholas Center was not yet fully open, however, we are hoping to give the Board a tour at the November meeting, which will be held at the Chester Campus in the Nicholas Center.

Dr. Raspiller noted upcoming events at the college. Founders Day will be held on October 1. He will give the State of the College Address and he welcomed the Board to attend and stay for lunch. He described the event as a professional development day but there will be also be tours of Bird Hall. The Veterans Day Ceremony will be held on November 11 at our Chester Campus. He noted that there is a change to this year's calendar. The Foundation will not be having their Annual Holiday Luncheon where the Foundation Annual Art Award winner is announced. This is a change from previous years. Instead, the Foundation would like to combine the announcement of the art award winner with Student Award Night in April. Dr. Raspiller stated there will be a Campaign Kick-off event on October 23 where the Foundation will go public with the campaign. He noted that Commencement is scheduled for May 8 at 4:00 p.m. at Virginia State University. The Nurse Pinning will be held at the same location on May 8, beginning at 1:30 p.m. There will be more information as we get closer to the date.

9. ADJOURNMENT – Mr. Barnes

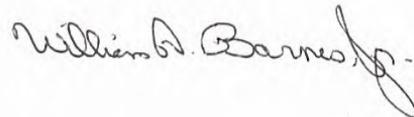
The meeting adjourned at 4:20p.m.

Respectfully submitted:



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Edward E. Raspiller  
Secretary of the Board  
President of the College



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Mr. William A. Barnes, Jr.  
Chair of the JTCC Board